

# Quotation Request //

## US Government Publishing Office

Agency Publishing Services  
732 North Capitol Street, NW  
Washington DC 20401-0001

**JACKET:417-682**

**Quotations are Due By:**

**(Eastern Time)10:00 AM on 09/10/2021**

**Submit Quotes Online, unless otherwise instructed, via: <https://contractorconnection.gpo.gov/openjobs.aspx>  
Contractor must provide mandatory W-9 form before GPO makes payment.**

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**TITLE:** FS-1124a; This Is Who We Are Pocket Booklet-English, March 2019

**QUANTITY:** 10000 Saddle Stitched Pamphlets.

**SUBMISSION OF QUOTES:** Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to APS DC on 202-512-0307.

**TRIM SIZE:** 3-1/4 x 4-3/4"

**FORM NO:** FS-1124a

**PAGES:** 44 pages Plus a separate wrap around cover

**SCHEDULE:**

Furnished Material will be available for pickup by 09/17/2021

Deliver complete (to arrive at destination) by 10/04/2021

F.O.B. destination

**QUALITY LEVEL:** 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

**DESCRIPTION:**

DIGITAL PRINTING NOT ACCEPTABLE.

Pamphlet Covers 1 through 4 print with full bleeds in 4-color process with type, illustrations, departmental logos and some type reversing out to appear white.

Pamphlet text is folioed 3 through 46. Text prints in 4-color process with uncommon bleeds, type, pictures, screen tints and with some type reversing out to appear white.

**MATERIAL FURNISHED:** Contractor to receive. .

One (1) PDF generated using Adobe InDesign and Illustrator. Bleeds are included.

GPO Form 892c (R. 12/17) Proofs

GPO Form 952 Desktop Publishing - Disk Information

GPO Form 2678 (departmental random copies-blue label).

GPO Form 917 (Certificate of Selection).

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from [gpo.gov](http://gpo.gov), fill in appropriate blanks, and attach to shipping containers.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract

administrator.

The contractor shall create or change any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order  
JCP Code\* L11, No. 1 White Gloss-Coated Cover, Basis Size 20 X 26" Basis Weight 80 lbs.  
JCP Code\* A240, White Matte-Coated Text, Basis Size 25 X 38" Basis Weight 70 lbs.

**COLOR OF INK:**

4-Color Process.

**PRINT PAGE:** Head to Head

**MARGINS:**

Inadequate gripper.

Follow electronic media.

**PROOFS:**

E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". One set of E-Mailed Electronic Page Proofs. Contractor to submit one "Press Quality PDF" soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at kathleen.rubus@usda.gov and ray.lawrence@usda.gov. Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department. Proofs will be withheld not more than (3) workdays from receipt at the Department to receipt in the contractor's plant.

**BINDING:**

Saddle stitch in 2 places on 4-3/4 inch side.

Trim 3 sides.

Paper Covers: Wrap around. Trim flush, Stitched on, Grain must run parallel to spine.

Cracks and wrinkles are not acceptable.

**PACKING:**

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: FS-1124a; This Is Who We Are, pocket booklet, March 2019

REQUISITION NUMBER: 1-00815

JACKET NUMBER: 417-682

QUANTITY: \_\_\_\_\_

NUMBER OF BOXES: 1 of 4, Box 2 of 4

Shrink Film Pack Suitable in units of even. Pack suitably per shipping container.

**DISTRIBUTION:**

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to kathleen.rubus@usda.gov and ray.lawrence@usda.gov. The subject line of this message shall be "Distribution Notice for Jacket 417-682, Req. No. 1-00815". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery,

mailing, and shipping receipts upon agency request.

Deliver 10,000 copies (includes 80 Departmental Random "Blue Label" Copies) to: USDA, Materiel Management Service Center, 6351 Ammendale Road, Beltsville, MD 20705, Attn: Rose Brittingham (301) 394-0271, via traceable means: **INSIDE DELIVERY REQUIRED**.

Note: For the "Blue Label" Copies -- A copy of the Government furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher. NOTE: Form is also available at <https://www.gpo.gov/pdfs/vendors/sfas/Form917.pdf>

All expenses incidental to submitting proofs, furnishing samples and returning materials, must be borne by the contractor.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	OK'd Proofs, Furnished Electronic Media
P-10. Process Color Match	OK'd Proofs, Furnished Electronic Media

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the low contractor may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent Balance Sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in a timely manner may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing.

Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

**Attachment(s):** NONE